

# Workplace Alaska

## Class Specification Health and Social Services Planner I

**Created:**  
09/30/1997 by Rachel Wilson  
**Finalized on:**

**AKPAY Code:** P5980  
**Class Outline Cat:** B  
**Approved by:**

**Class Code:** PG0111  
**Class Range:** 17  
**Class Status:** Active

**Category:** Professional  
**Original Date:** 10/01/1973

**Class Title:** Health and Social Services Planner I  
**Use MJR Form:** Standard

**Original Comments:**  
ORIGINAL

**Subsequent Revision Dates/Comments:**  
5/12/77  
05/01/1978 - MQs  
10/21/1997 - Corrected MQs (CJD)  
07/07/2003 - Audited (KMurry)  
06/12/2007 - MQ revisions (SBrinkley)  
06/16/2008 - MQ revisions (CGouveia)  
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

**Last Update:** **EEO4:** B **SOC:** 11-9111 **Census:** 02

**Last Update Comments:**

### Definition:

Under direction, Health and Social Services Planners I perform professional research, analysis, and investigation to provide data and background necessary for comprehensive long range program planning.

### Distinguishing Characteristics:

This is the working level professional health and social services planner. An incumbent in this class is expected to work independently, with a minimum of direct supervision, carrying out research and planning projects of average difficulty, where professional assistance is generally available for unusual or complex problems encountered.

### Examples of Duties:

Locate, develop, compile and analyze health and social economic data for the development of a state health or social service plan; perform special research studies; develop data for problem area identification; draft portions of plans relating to description of state resources, problems, goals and priorities for implementation.

Provide technical support to new and emerging comprehensive health or social service planning organizations; arrange and participates in organizational meetings; prepare and develop various statistical and narrative reports and documents for new agencies, including components of program plans, inventories of resources, reviews, criteria and procedures, and evaluation of health services and training; maintain liaison between organizations to avoid duplication of effort.

Assist in updating review and comment criteria and perform necessary research relating to review of project applications.

Work closely with educational specialists, printers and other technical personnel to translate technical information into audio-visual materials; assist in developing training sessions and materials, interpret data and information as required.

Perform other related duties as necessary.

### Knowledge, Skills and Abilities:

Knowledge of principles and objectives of planning; research methods and statistical techniques; local, state and federal programs and their interrelated structure; techniques of community organization and development; effective interpersonal relationships; community resources and attitudes.

Ability to work with vested interest entities and diverse community members; draft organizational and planning projects; develop criteria procedures; analyze proposals, data, and informational materials and take effective action based on findings; bring about cooperative and coordinated work relationships among public and private sectors; prepare clear and concise reports.

### Minimum Qualifications:

A Bachelor's degree from an accredited college in health planning, health sciences, behavioral sciences, social sciences, public health administration, public or business administration, or a closely related field

AND EITHER

One year of professional planning experience in any field;

OR

One year of professional experience in the administration, management, or development of a public health, health, or social services program.

**Required Job Qualifications:**

**(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)**

**Special Note:**

Professional planning is defined as work that involves: identifying and determining the nature of the problems to be addressed; prioritizing problems; identifying potential solutions; estimating the relative cost and effectiveness of each proposed solution; assessing the feasibility of each proposed solution, given available resources and anticipated solution benefits; identifying critical individuals, groups, organizations and agencies whose cooperation is vital to the success of the plan and seeking their buy-in; and organizing and coordinating implementation of the selected solution.

**Minimum Qualification Questions:**

Do you have a Bachelor's degree in health planning, health sciences, behavioral sciences, social sciences, public health administration, public or business administration, or a closely related field?

AND

Do you have one year of professional planning experience in any field?

**Or Substitution:**

Do you have a Bachelor's degree in health planning, health sciences, behavioral sciences, social sciences, public health administration, public or business administration, or a closely related field?

AND

Do you have one year of professional experience in the administration, management, or development of a public health, health, or social services program?